

TECHNICIAN VACANCY ANNOUNCEMENT

HUMAN RESOURCE OFFICE
LOUISIANA NATIONAL GUARD
JACKSON BARRACKS
NEW ORLEANS, LA 70146-0330

POSITION TITLE/SERIES & GRADE
Human Resources Assistant (Military),
70543000, GS-0203-05 (INDEFINITE)

APPOINTMENT FACTORS
EXCEPTED ENLISTED

ANNOUNCEMENT NO.
108-05

LOCATION
LANG-J1-M, Jackson Barracks
New Orleans, Louisiana

SALARY RANGE
\$27,569 - \$35,822
PER ANNUM

OPENING DATE
18 AUG 05
CLOSING DATE
07 SEP 05

AREA OF CONSIDERATION: Enlisted members serving in the Louisiana National Guard. THIS IS NOT PERMANENT A POSITION, BUT RATHER AN INDEFINITE APPOINTMENT. THE INCUMBENT WILL BE ENTITLED TO ALL LEAVE AND INSURANCE COVERAGE AS A PERMANENT EMPLOYEE AND COVERAGE IN THE CIVIL SERVICE RETIREMENT/FEDERAL EMPLOYEE RETIREMENT SYSTEM.

QUALIFICATIONS:

a. **GENERAL EXPERIENCE:** Clerical or administrative experience, education or training which has provided the candidate with the ability to search for and compile information/data, process documents and provide information about regulations, procedures and programs.

b. **SPECIALIZED EXPERIENCE:** Six (6) months of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- I. Knowledge of regulations, directives, and policies of the Medical Standards of the Army.
- II. Ability to interpret medical policies and procedures.
- III. Ability to act as Liaison with external (civilian/military) agencies.
- IV. Ability to operate Microsoft Office/NT automated systems.
- V. Ability to effectively communicate both orally and in writing.

EVALUATION PROCESS: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

NOTE: THIS POSITION REQUIRES SATISFACTORY COMPLETION OF A MEDICAL SCREENING PRIOR TO PLACEMENT AS A TECHNICIAN.

WE SUPPORT THE ARMY COMMUNITY OF EXCELLENCE

ALWAYS CARING FOR OTHERS AND THE ENVIRONMENT

MILITARY ASSIGNMENT: Individual selected must be assigned to any unit of the LAARNG and occupy EMOS: 42A/42F/42L prior to placement as a permanent technician. Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

SUMMARY OF DUTIES: This position is located in the Military Personnel Office (MILPO) of the Army National Guard. The purpose of this position is to review and process procedural and routine military human resources transactions submitted to the MILPO by lower echelons. Performs detailed regulatory and procedural review, and processes a variety of routine military human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, training, and personal recognition of enlisted and officer personnel in the National Guard. Determines the validity of the requested action and insures that requirements related to the request are met. Notifies units of documentation requiring corrections or for those actions that are incomplete. Interviews personnel, as required, to obtain data needed to complete actions. Insures that records are complete and accurate and approves routine clear-cut actions. Maintains all required forms, makes additions, revisions, or deletions to records or files to keep them current, complete, and accurate in accordance with regulations, policies and procedures. Recognizes limited, well-defined and approved alternatives for meeting criteria or justifying exceptions. Researches and/or provides information regarding a variety of rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Reviews files identified for discharge. Identifies all creditable service time, based on documentation in the record file, to compute total military service history to date and ensures computation matches members Retirement Points Accounting System statement. Receives documentation on military personnel transactions from lower echelons. Dates and logs in documentation to maintain an audit trail for all transactions. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Provides counseling to service member on available benefits; questions as to the accuracy of the emergency data and contact information and the accuracy of the DEERS/RAPIDS (Defense Enrollment Eligibility Reporting System/Realtime Automated Personnel Identification System) information; and allows the service member to perform a general review of their record. Performs other duties as assigned.

HOW TO APPLY:

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), OF 612/Resume, OF 306 (must accompany OF 612/Resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, Building 35, Jackson Barracks, New Orleans, La 70146-0330. Use of government postage paid envelopes for submission of applications is prohibited.

FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (504) 278-8347/ DSN 485-8347

www.la.ngb.army.mil

DISTRIBUTION:

B, E, G

S: LANG-J1-HT (5)

LANG-J1-PR (10)